

## MBS INTERNATIONAL AIRPORT COMMISSION

May 21, 2015

### MINUTES

The meeting was held in the Eugene F. Gwizdala Conference Room, 8500 Garfield Road, Freeland, Michigan 48623. Ernie Krygier, Chairman, called the meeting to order at 1:30 p.m. Roll was called by Theresa Yancer.

### COMMISSIONERS

#### Present

Tom Adams  
Tom Herek  
Ernie Krygier  
Jon Lynch  
Tim Morales  
Paula Tolliver

#### Absent & Excused

Greg Branch  
Dennis Browning  
Kim Coonan

#### Staff

Jeff Nagel  
Ryan Riesinger  
Amy Lusk  
Theresa Yancer

#### Guest

Angela Osmond, TSA  
Jon Becker, MDN

### PLEDGE OF ALLEGIANCE

MINUTES: Mr. Herek made a motion to approve the minutes of the Regular Commission Meeting held on April 16, 2015. Mr. Lynch seconded the motion. The motion was unanimously approved by the Board.

APRIL 2015 WARRANTS AND CASH & INVESTMENT SUMMARIES: Mr. Herek made a motion to approve the Warrant Registers for the April Payroll Advice Numbers 003369-003465; the April Operations & Maintenance Check Numbers 044468-044521. Ms. Tolliver seconded the motion and the Board unanimously approved it. Mr. Herek made a motion to approve the April Cash and Investment Summary. Ms. Tolliver seconded the motion and the Board unanimously approved it.

PUBLIC COMMENT: None

ELECTION OF OFFICERS Mr. Nagel stated that the following is the current slate of MBS International Airport Commission officers:

Ernie Krygier, Chairman  
Tom Adams, Vice Chairman  
Greg Branch, Secretary

According to the By-Laws, "The Chairman, Vice Chairman and Secretary of the Commission shall be elected for a one (1) year term at the regularly scheduled annual meeting of the Airport

Commission. No Commissioner shall serve for more than two (2) consecutive one (1) year terms. Election to serve the remainder of an unexpired term shall not be construed as service of a one (1) year term.”

Chairman Krygier has served two full one (1) year terms so he is not eligible to be re-elected as Chairman. However, because of turnover on the commission back in 2013, Commissioner Adams and Branch were both elected to fill the remainder of unexpired terms. Therefore, they are not technically term limited at their current officer position.

The By-Laws further state, “The MBS International Airport Commission shall elect no more than one (1) officer from each of the owning municipalities.”

Election of officers:

- A) Chairman
- B) Vice-Chairman
- C) Secretary

Mr. Lynch made a motion to nominate Mr. Adams as Chairman, Mr. Branch as Vice Chairman and Mr. Krygier as Secretary. Ms. Tolliver seconded and the motion passed unanimously.

The Airport Manager is designated as the Assistant Secretary and Treasurer.

MEETING SCHEDULE Mr. Nagel stated that during the annual meeting in May, the commission approves the schedule for regular commission meetings for the next year. The following schedule sets the date on the third Thursday of each month:

June 18, 2015	December 17, 2015
July 16, 2015	January 21, 2016
August 20, 2015	February 18, 2016
September 17, 2015	March 17, 2016
October 15, 2015	April 21, 2016
November 19, 2015	May 19, 2016

The MBS International Airport Commission meets at 1:30 p.m. in the Eugene F. Gwizdala Board Room, in the Airport Administration Building, 8500 Garfield Road, Freeland, Michigan.

Mr. Herek made a motion to approve the schedule of regular meeting dates. Ms. Tolliver seconded and the motion passed unanimously.

CITIZENS INSURANCE FULL AND FINAL RELEASE Mr. Nagel stated that on January 3, 2015 a driver travelling on Freeland Road lost control, went off the road and hit the airport perimeter fence. Although there was damage to the fence, there was not a security breach. Staff contacted Midland Fence to get an estimate for the required materials to repair the fence. We also figured our labor cost to make the repairs. The estimated total was:

Parts:	\$603.70
Labor:	\$240.00
Total:	\$843.70

The driver's insurance company contacted us in January asking about the cost to repair the fence. Since there was not a security breach and since there was quite a bit of snow, we decided to wait until spring to repair the fence.

The fence has now been repaired and the costs from the original estimate have not changed.

The insurance company has sent the attached Full and Final Release which will authorize them to reimburse MBS the full amount. According to MBS By-Laws, this release needs commission approval.

Mr. Herek made a motion to approve the Full and Final Release in the amount of \$843.70 from Citizens Insurance and authorize the Chairman, or in his absence the Vice Chairman, to sign the document. Mr. Lynch seconded and the motion passed unanimously.

OLD BUSINESS: Mr. Nagel stated that he had the monthly update on the Masterplan. RS&H are still busy working on the Masterplan behind the scenes. RS&H has submitted their forecasting that they have completed and submitted to the FAA. The forecasts are in the hands of the FAA. RS&H will be here in June for the Airport Advisory Meeting which will be held after the June Commission meeting. One requirement from the FAA for the Masterplan was to have a complete survey of the property. The second item is the General Aviation ramp project. RS&H has been designing this project, plans and specs are complete and have been submitted to the FAA in April for a 30 day review. There is a bid opening planned for June 9<sup>th</sup> for the General Aviation ramp project. Mr. Riesinger stated that the golf outing will be held on June 5, 2015 and deadlines are due on Friday May 22, 2015.

NEW BUSINESS: Mr. Nagel stated that there two new roadway projects that will impact MBS and wanted the board to be aware and all tenants will be notified. We will be putting more information on our website to inform individuals coming to the airport.

ADMINISTRATIVE MATTERS: Next regular meeting is scheduled for June 18, 2015 at 1:30 p.m.

ADJOURNMENT: There being no further business, Mr. Herek made a motion to adjourn. Mr. Lynch seconded and the Board unanimously passed the motion. The meeting adjourned at 1:47 p.m.

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Ernie Krygier, Secretary